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M-201

**Economic Coding  
Quality Control  
Procedures Manual**





#69279  
c. 3

M-201

**Economic Coding  
Quality Control  
Procedures Manual**

Au mois de décembre 1996, des mises à jour furent apportées à ce document. Suite aux directives de la Division des opérations du recensement, certaines pages furent remplacées, et d'autres furent modifiées à la main.

In December 1996, this document was updated. Following instructions supplied by the Census Operations Division, some pages were replaced, and others modified by hand.

Prepared by: Census Operations Division  
Social, Institutions and  
Labour Statistics Field



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## **I. Introduction**

### **A. Objective**

The primary objective of Operation 2 – Economic Coding is to convert the written responses for Questions 37, 38, 39 and 40 into Industry and Occupation codes. Codes will be obtained using the On-line Reference Manual System (ORMS) which is an electronic version of Industry and Occupation reference material developed for the 1996 Census. The Census Automated Control System (CACS) will be used to perform specific functions related to Quality Control such as sampling and to determine the review status for each EA.

### **B. Work Flow**

Economic Coding consists of four sub-operations: sub-operation 2A – Noting, sub-operation 2B – General Coding, sub-operation 2C – Adjudication, and sub-operation 2D – Referral Coding. Diagram 1.1 on page 2 illustrates the work flow in Economic Coding. In Economic Coding, Quality Control consists of the Noting and Adjudication sub-operations. Three forms will be used to complete the duties in the Quality Control sub-operations. The Noting Form, the Error Listing Form and the Referral Form will all be used in sub-operation 2C – Adjudication; the Noting Form will be used in sub-operation 2A – Noting. A copy of each of these forms is provided in Appendices A, B and C on pages 31, 32 and 33 respectively.

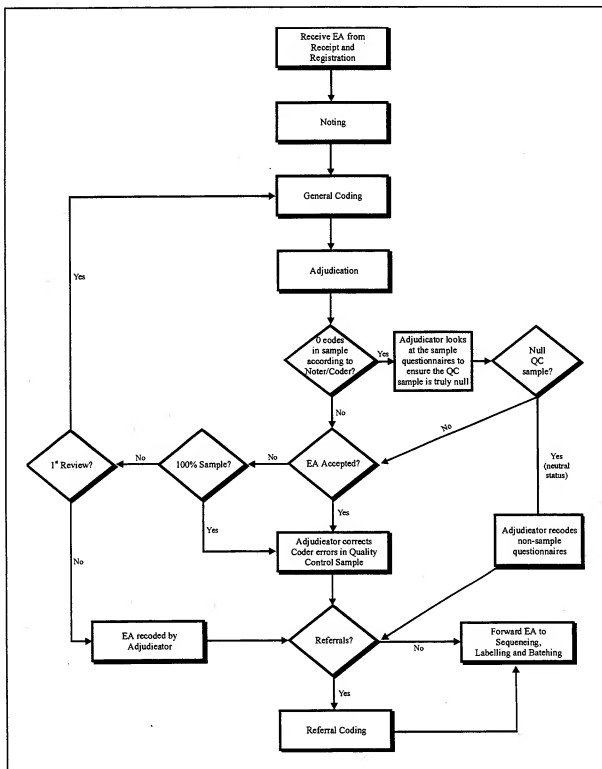
### **C. Sub-operation 2A – Noting**

Noting constitutes the first phase of quality control for Economic Coding. At the Receipt and Registration stage in Operation 1, the sample of Form 2B/2C/2D and Form 3 Usual Resident (UR) questionnaires to be noted for each enumeration area (EA) will be selected. In sub-operation 2A, the Noter follows the General Coding procedures to determine the appropriate Industry and Occupation codes and records them on the Noting Form. The completed Noting Forms are then filed to be used during the adjudication phase.

### **D. Sub-operation 2C – Adjudication**

Adjudication is the second phase of quality control for Economic Coding. In Adjudication, the coding actions taken by the Noter on the Noting Forms are compared to the coding actions taken by the General Coder for each sampled questionnaire within the EA box. If the Adjudicator finds discrepancies between the Noter's and the Coder's coding actions, the discrepancies are recorded on the Error Listing Form and the correct coding actions are determined by following the General Coding procedures. An error may be charged to either the Noter or Coder or both. The Adjudicator then counts all the Noter and Coder errors, and enters the total number of codes in the sample and the total number of Noter and Coder errors for

Diagram 1.1 Economic Coding Work Flow





Industry and Occupation into the Census Automated Control System (CACS) and on the Error Listing Form. Based on the total number of codes in the sample and the total coder errors, the CACS will derive a review status of either accepted or rejected.

#### **E. Use of Census Automated Control System (CACS)**

In 1996 the Census Automated Control System (CACS) will be used to electronically control and monitor the movement of EA boxes through Regional Processing operations. The CACS will make use of barcoding technology as a main input to the system. The main functions of the system are:

- scanning EA boxes IN to an operation/sub-operation (an EA box will be assumed scanned OUT of the previous operation/sub-operation when scanned IN to the next);
- scanning who is working on an EA for Economic Coding Quality Control and productivity purposes;
- input of various information pertinent to an EA for management and quality control information purposes; and
- generating Noting forms with preprinted information.

The CACS will be used to determine the Quality Control sample which consists of a subset of Form 2B/2C/2D and Form 3 (UR) questionnaires per EA. For each EA, once the quality control review is completed, the CACS will derive a review status based on the total number of codes in the sample and the total coder errors (both are a combined count for Industry and Occupation among all form types). The CACS will indicate whether the coding quality of the EA is acceptable or not. There will be at most two quality control reviews for each EA. If the coding quality is acceptable, the CACS will indicate that the EA is accepted. If the coding quality is not acceptable, the CACS will indicate that the EA is rejected. If the Quality Control sample is null (i.e., no one to code in the sample questionnaires), the internal CACS EA status will be neutral but will be displayed as acceptable.



## II. Noter Duties

The following flow chart outlines the activities to be performed by a noter in sub-operation 2A – Noting.

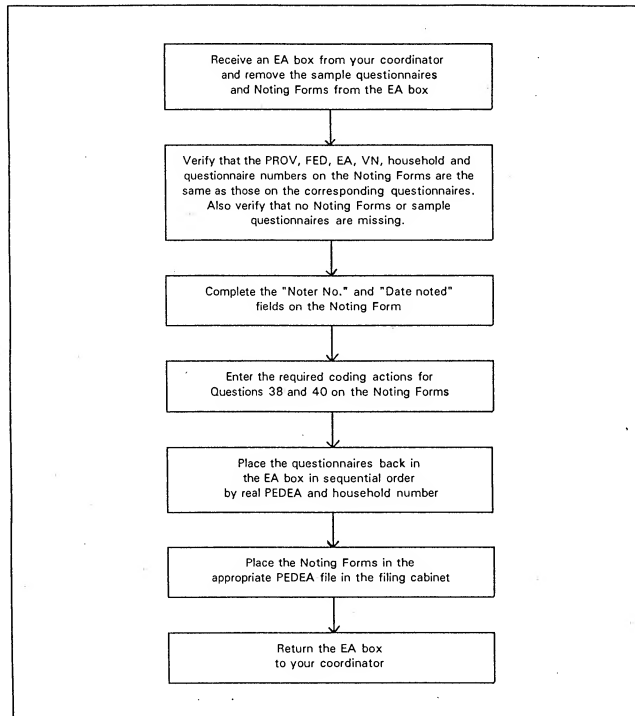


Diagram 2.1

## 1996 Census Questionnaire

**Ce questionnaire est disponible en français 1 800 670-3388**

**OFFICE USE ONLY**

Prov. 59	FED No. 003	EA No. 451	VN 8	CCD	2B	1.
Hhld No. 040	Form type 3	No. of persons 2	Questionnaire No. of		UD 2	2.
				TD 1	FR 4	
				M 3	DC 5	
					TR 6	
					Coll.	

## Noting Form



Statistics Canada  
Statistique Canada

1996 Census of Canada

Recensement du Canada de 1996

Regional Processing

Dépouillement régional

Economic Coding -  
Noting Form

Codage des variables économiques -  
Formule de notation

Sub-Operation - Noting

Sous-opération - Notation

PROV	FED CÉF	EA SD	VN NV	Household No. No. de ménage	Questionnaire No. Numéro du questionnaire	100 % Sample Échantillon 100% <input checked="" type="checkbox"/>
59	003	451	8	040	1	

Noter No. No. du noteur	Date Noted Date de notation
404	1996/08/03

Document Type Type de document	2
Questionnaire to be sampled Questionnaire à échantillonner	1
Form No. of Total Forms Le numéro de la formule du nombre total de formules	2
Total forms 2 and 3 sampled for EA Nombre total de formules 2 et 3 échantillonnées pour le SD	1

Noter No.

Date Noted

Household  
No.Questionnaire  
No.

**A. Noting**

In the Noting sub-operation, responses to questions 37 to 40 are converted into numeric codes for Industry and alphanumeric codes for Occupation for a sample of the questionnaires in the EA. The codes must be written on the Noting Form, not on the questionnaire.

**B. Receipt of EA Box**

1. In Noting, you will receive an EA box from your coordinator.
2. Remove the sample questionnaires and Noting Forms from the EA box. Ensure that the number of questionnaires sampled and the number of Noting Forms printed are the same as the "Total Forms 2 and 3 sampled for EA" printed on each Noting Form. See Diagram 2.1 on page 6. If the numbers do not correspond, consult your coordinator.
3. Ensure that the PROV, FED, EA, VN, household number and questionnaire number on each questionnaire to be noted are the same as the numbers on the corresponding Noting Forms. If the numbers do not correspond, consult your coordinator. See Diagram 2.1 on page 6.
4. Enter your Noter number and the current date (YYYY/MM/DD) in the appropriate boxes on the Noting Forms. See Diagram 2.1 on page 6.

**C. Noting Procedures**

1. For each respondent on the questionnaire, determine the correct actions to be taken for Questions 38 and 40 by following the procedures in the Economic Coding Procedures Manual (M-200).

**Note:** This includes specific codes for retired persons, full time homemakers and volunteer workers as specified in the identification of whom to code procedures.

- (a) Enter each code in the appropriate box on the Noting Form. See Diagram 2.2 on page 8.

## Diagram 2.2

### Census Questionnaire

REMEMBER, THESE QUESTIONS ARE ONLY FOR PERSONS AGED 15 AND OVER			
<p><b>Note:</b> Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.</p>		<p>35. <input type="checkbox"/></p>	
<p>37. For whom did this person work?</p>		<p>Name of firm, government agency, etc.</p> <p>01 <u>Holly's Beauty Shop</u></p> <p>02 <input type="checkbox"/></p> <p>Section, plant, department, branch or division</p> <p>03 <input type="checkbox"/></p> <p>04 <input type="checkbox"/></p>	
<p>38. What kind of business, industry or service was this?</p> <p>Give full description. For example, wheel farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.</p>		<p>Kind of business, industry or service</p> <p>01 <u>Beauty Shop</u></p> <p>02 <input type="checkbox"/></p> <p>03 <input type="checkbox"/></p> <p>04 <input type="checkbox"/></p>	
		<p>39. What kind of work was this person doing?</p> <p>For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of date entry unit, fishing guide. (If in the Armed Forces, give rank.)</p>	
		<p>40. In this work, what were this person's most important duties or activities?</p> <p>For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.</p>	
		<p>Kind of work</p> <p>01 <u>Hairstressing</u></p> <p>02 <input type="checkbox"/></p>	
		<p>Most important duties or activities</p> <p>01 <u>Styling Hair</u></p> <p>02 <input type="checkbox"/></p>	

### Noting Form

Person Number Numéro de personne	Q. 38 Industry Industrie	Q. 40 Occupation Profession							
Person 1 Personne 1	<table border="1"> <tr> <td>9</td> <td>7</td> <td>1</td> </tr> </table>	9	7	1	<table border="1"> <tr> <td>G</td> <td>9</td> <td>1</td> <td>1</td> </tr> </table>	G	9	1	1
9	7	1							
G	9	1	1						

- (b) Be careful that the person number of the respondent is the same on both the questionnaire and the Noting Form. A person number on the Noting Form may be skipped if:
    - a respondent skipped a person number when completing the questionnaire;
    - a decision to not code the respondent is made as a result of applying the identification of whom to code procedures.
  - (c) If the instructions in the coding manual tell you to refer a written response or you cannot determine a code, put an "R" for Referral below the coding boxes for the question on the Noting Form. See Diagram 2.3 on page 10. Do not fill out a Referral Form or affix a Referral label to the EA box.
2. When you have completed noting a questionnaire, proceed to the next Noting Form and questionnaire in the sample and repeat Part C – Noting Procedures on page 7. Once noting is completed, proceed to Part D – Forwarding the EA Box below.

**Note:** You **MUST NOT** complete the "Total Industry codes in questionnaire" and "Total Occupation codes in questionnaire" boxes at the bottom of the Noting Form. These boxes will be completed by the Adjudicator.

#### D. Forwarding the EA Box

When all Form 2B/2C/2D and Form 3 (UR) sample questionnaires have been noted:

1. Return the questionnaires to the EA box in the correct household number sequence. For multi-document households, the questionnaires must also be arranged by questionnaire number.

**Note:** For artificial EAs which contain late or 2C questionnaires, the questionnaires should first be ordered by real EA number (which identifies the geographic area) and then by the assigned household number and questionnaire number of each EA.

2. Arrange the Noting Forms in sequence by preprinted "Questionnaire to be sampled" number, separately for Forms 2 and Forms 3.
3. Place the Noting Forms together inside the appropriate PEDEA file in the filing cabinet.
4. Return the EA box to your coordinator.

Diagram 2.3

Noting Form

Person Number Numéro de personne	Q. 38 Industry Industrie	Q. 40 Occupation Profession
Person 1 Personne 1	1 2 2	A 0 1 3
Person 2 Personne 2	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">R</div>	G 9 8 3
Person 3 Personne 3	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Person 4 Personne 4	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Person 5 Personne 5	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Person 6 Personne 6	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>



### III. Adjudicator Duties

The following flowchart highlights the activities to be performed by an adjudicator in sub-operation 2C – Adjudication.

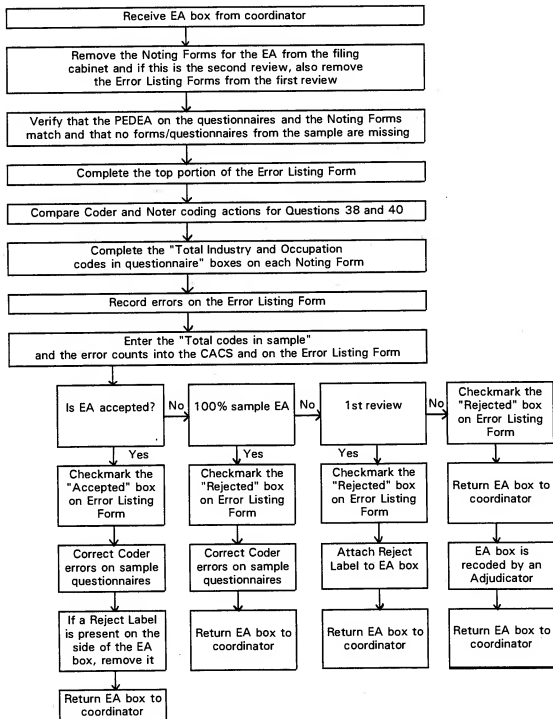


Diagram 3.1

## Error Listing Form



1996 Census of Canada  
Recensement du Canada de 1996  
Dépouillement régional  
Sub-opération - Arbitrage

**Economic Coding -  
Error Listing Form**

Recensement du Canada de 1996  
Dépouillement régional  
Sub-opération - Arbitrage

**Codage des variables  
économiques - Formule de  
listage des erreurs**

Form  
Formule R-216

Page    of   

PROV	FED CÉF	EA SD	VN NV
(1)	(1)	(1)	(1)

100% Sample 100 % Échantillon	<input type="checkbox"/> (4)	Noter No. N° du noteur	(2)	Date noted Date de notation	(3)
Review No. N° de révision	<input type="checkbox"/> 1	Coder No. N° du codeur	(4)	Date coded Date du codage	(5)
	<input type="checkbox"/> 2	Adjudicator No. N° de l'arbitre	(7)	Date adjudicated Date de l'arbitrage	(6)

Document type	Household number	Question- naire number	Person number	Question		Noter code	Coder code	Adjudicator code	Error - Erreur					
				Industry	Occupation				Noter - Noteur	Coder - Codeur	Industry	Occupation	Industry	Occupation
Type de document	Numéro de ménage	Numéro du question- naire	Numéro de personne	Industrie	Profession	Code du noteur	Code du codeur	Code de l'arbitre	Industrie	Occupation	Industrie	Occupation	Industrie	Profession
(10)	(11)	(12)	(13)	(14)	(14)	(15)	(15)							

## Noting Form



Statistica  
Canada

1996 Census of Canada

Recensement du Canada de 1996

Regional Processing

Dépouillement régional

Economic Coding -  
Noting Form

Codage des variables économiques -  
Formule de notation

Sub-Operation - Noting

Sous-opération - Notation

PROV	FED CÉF	EA SD	VN NV	Household No. No. de ménage	Questionnaire No. Numéro du questionnaire	100 % Sample (9) Échantillon 100%
(1)	35	008	270	7	003	1
Noter No. No. du noteur		Date Noted Date de notation		Document Type Type de document		
(2)		(3)		2		
404		1996/08/09		Questionnaire to be sampled Questionnaire à échantillonner		
				4		

Form No. of Total Forms 2 sampled  
Le numéro de la formule du nombre total de formules 2 échantillonnées 1 of 20  
Total forms 2 and 3 sampled for EA  
Nombre total de formules 2 et 3 échantillonnées pour le SD 24

## CACS Screen

## Census Automated Control System

## Adjudication - Error Counts

First review ← (b)

Enter EA Number:

35 008 270 7 1/1

Industry Occupation

Total Noter Errors

Total Coder Errors

Total Codes In Sample

(4) → Coder No 477

(5) → Date coded 1996/09/14



**A. Receipt of EA box**

1. You will receive an EA box from your coordinator.
2. Retrieve the completed Noting Forms for the EA from the file in the filing cabinet. If this is the second review for the EA, also retrieve the completed Error Listing Forms from the first review from the file in the filing cabinet.
3. Check that the PROV, FED, EA, and VN numbers on the Noting Forms are the same as those on the EA box. If they are not, consult your coordinator.

**B. Completion of Error Listing Form**

The following information should be entered on the top portion of a blank Error Listing Form. Refer to the Error Listing Form in Diagram 3.1 on page 12.

1. PROV/FED/EA (PEDEA) and VN numbers as recorded on the Noting Forms
2. Noter number as recorded on the Noting Forms
3. Date noted (MM/DD) as recorded on the Noting Forms
4. Coder number as recorded on the CACS screen
5. Date coded (MM/DD) as recorded on the CACS screen
6. Review number as recorded on the CACS screen
7. Your Adjudicator number
8. Date adjudicated (MM/DD)
9. Sample type (enter an "X" in the 100% sample box if the "100% sample" box on the Noting Forms contains a preprinted "X").

**Note:** To correctly complete the "Page \_\_\_ of/de \_\_\_" on the Error Listing Forms, complete the first blank of the "Page \_\_\_ of/de \_\_\_" on each Error Listing Form as it is being used. Once the total number of Error Listing Forms used for the review has been determined, complete the second blank of the "Page \_\_\_ of/de \_\_\_".

For every coding action, the following information must be entered on the Error Listing Form. Refer to Diagram 3.1 on page 12.

10. Document type (2 or 3 as indicated in the pre-printed field on the Noting Form)
11. Household number
12. Questionnaire number (i.e. 1 or 2 or 3, etc.)
13. Person number

Diagram 3.2 Noting Form

	Person Number Numéro de personne	Q. 38 Industry Industrie	Q. 40 Occupation Profession
(a)	Person 1 Personne 1	7 7 6	E 0 1 2
(b)	Person 2 Personne 2		
(c)	Person 3 Personne 3		

Diagram 3.3 Census Questionnaire

**REMEMBER, THESE QUESTIONS ARE ONLY FOR PERSONS AGED 15 AND OVER**

**Note:**  
Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.

37. For whom did this person work?

01 Patrick Hilborn

Section, plant, department, branch or division

02

38. What kind of business, industry or service was this?

Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.

03 Private Practice

04 9770

39. What kind of work was this person doing?

For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)

05

40. In this work, what were this person's most important duties or activities?

For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.

Most important duties or activities

06 Defending People in Court

07 Edith

Diagram 3.4 Census Questionnaire

**REMEMBER, THESE QUESTIONS ARE ONLY FOR PERSONS AGED 15 AND OVER**

**Note:**  
Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job at which he/she worked the most hours.

37. For whom did this person work?

01 Cosmetics Inc.

Section, plant, department, branch or division

02

38. What kind of business, industry or service was this?

Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.

03 Cosmetics

04

39. What kind of work was this person doing?

For example, janitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)

05 Working for a cosmetics company

40. In this work, what were this person's most important duties or activities?

For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.

Most important duties or activities

06 Various duties

07

Diagram 3.5 Referral Form

	Document type Type de document	Household No. N° de ménage	Questionnaire No. N° du questionnaire	Person No. N° de personne	Question 38 Industry Industrie	Question 40 Occupation Profession	Referral code Code de renvoi	Consultant	Over-referral Renvoi inutile
a)	2B	030	1	2	✓				
a)	2B	030	1	2		✓			
b)									

14. Question being adjudicated (either Industry or Occupation, but not both on the same line)
15. Noter and Coder actions
16. Adjudicator code (an "X" for an error or a "J" for a justifiable code in at least one of the Noter or Coder error columns for the question being adjudicated)

### C. Adjudication

During sub-operation 2C – Adjudication, the Adjudicator will compare the Noter and Coder coding actions and determine the number of errors made by both in coding the sampled questionnaires. The Adjudicator will also complete the total Industry and total Occupation codes at the bottom of the Noting Form. At the end of the review, the Adjudicator will either correct the Coder's errors or will forward the EA to the coordinator for recoding by another clerk.

#### 1. Adjudication Steps

Compare the work of the Noter on the Noting Forms with the work of the Coder for Questions 38 and 40 on the sampled questionnaires. There will either be agreement or disagreement between the Noter and Coder.

#### Situation 1 – Agreement between Noter and Coder

Table 3.1 below represents the situations in which there is agreement between the Noter and the Coder.

**Table 3.1 Agreement between Noter and Coder**

Coder/Noter Assessment	Noter Action	Coder Action
Both (alpha)numeric codes are the same.	Code entered in the coding box on the Noting Form (see diagram 3.2(a) on page 14).	Same code entered in the coding block on the questionnaire (see Diagram 3.3 on page 14).
Both the Noter and Coder referred the question.	"R" entered below the coding block on the Noting Form (see Diagram 3.2(b) on page 14).	The coding block on the questionnaire is blank (see Diagram 3.4 on page 14).  A Referral Label is attached to the EA box and the corresponding "Document Type", "Household No.", "Questionnaire No.", "Person No.", and "Question No." are recorded on a Referral Form (see Diagram 3.5(a) on page 14). If no Referral Label is present, attach one to the EA box.
Both the Noter and Coder took no action.	The coding block on the Noting Form is blank (see Diagram 3.2(c) on page 14).	The coding block on the questionnaire is blank (see Diagram 3.4 on page 14).  The corresponding question and person numbers are not recorded on the Referral Form (see Diagram 3.5(b) on page 14).

Diagram 3.6



1996 Census of Canada  
Regional Processing  
Sub-operation - Adjudication

### Economic Coding - Error Listing Form

Recensement du Canada de 1996  
Dépouillement régional  
Sous-opération - Arbitrage

### Codage des variables économiques - Formule de listage des erreurs

Form R-216  
Formule

Page 1 of 1  
de

PROV	FED CÉF	EA SD	VN NV
35	100	6	9

100% Sample 100 % Échantillon <input type="checkbox"/>	Noter No. N° du noteur 149	Date noted Date de notation 08/11
Review No. <input checked="" type="checkbox"/> 1 N° de révision <input type="checkbox"/> 2	Coder No. N° du codeur 212	Date coded Date du codage 08/21
	Adjudicator No. N° de l'arbitre 257	Date adjudicated Date de l'arbitrage 09/01

Document type	Household number	Question- naire number	Person number	Question		Noter code	Coder code	Adjudicator code	Error - Erreur			
				Industry	Occupation				Noter - Noteur		Coder - Codeur	
				Industrie	Profession				Industry	Occupation	Industry	Occupation
(a) 2B	070	1	5	✓		451	459		X		X	
(b) 2B	075	1	4		✓	J224	D112	H421		X		X
(c) 2B	090	1	1	✓		061	R	R	X			
(d) 2B	110	1	3		✓	G431	H831	G932		J		X
(e) 2B	145	1	2	✓		999	924	929	J		J	
(f) 2B	200	1	1		✓	G131	R	G131				J

Adjudicator code  
column

**Note:** In cases where the Noter and Coder agree, it is not usually necessary to enter information on the Error Listing Form. It is also not usually necessary to verify the codes assigned. However, in cases of obvious coding error, the Coordinator should check the code and, if the coordinator is in agreement with the Adjudicator, the Noter, Coder and Adjudicator actions should be listed on an Error Listing Form and an error assigned to the Noter and Coder.

### Situation 2 – Noter and Coder Disagree

If the Noter and Coder coding actions are different, determine the correct coding action by using the Economic Coding Procedures Manual (M-200) and enter this coding action in the "Adjudicator code" column of the Error Listing Form. See Diagram 3.6 on page 16. Complete the Noter and Coder error columns on the Error Listing Form according to Table 3.2 – Adjudicator Action When Noter and Coder Disagree below.

**Table 3.2** Adjudicator Action When Noter and Coder Disagree

Adjudicator assessment	Coding Action (by Noter or Coder)	Adjudicator's Action in error column(s) corresponding to Coding Action (by Noter or Coder)
Response should not be coded.	The response is coded or referred.	Enter an "X" (see Diagram 3.6(a) on page 16).
The correct code for the response is A.	The code assigned is not A or the response is referred or the response is not coded.	Enter an "X" (see Diagram 3.6(b) on page 16).
The response requires referral.	The response is not referred.	Enter an "X" (see Diagram 3.6(c) on page 16).
More than one code is equally correct for the response.	Code assigned is not in the set of equally correct codes or the response is neither coded nor referred.	Enter an "X" (see Diagram 3.6(d) on page 16).
	Code assigned is in the set of equally correct codes.	Enter a "J" (see Diagram 3.6(e) on page 16).
	The response is referred.	Enter a "J" (see Diagram 3.6(f) on page 16).

### Diagram 3.7

## Error Listing Form



1996 Census of Canada  
Regional Processing  
Sub-operation - Adjudication

### Economic Coding – Error Listing Form

Recensement du Canada de 1996  
Dépouillement régional  
Sous-opération - Arbitrage

### Codage des variables économiques – Formule de listage des erreurs

Form  
Formule R-216

Page 1 of 1

PROV	FED CÉF	EA SD	VN NV
35	100	12	1

100% Sample 100 % Echantillon	<input type="checkbox"/>	Notar No. N° du notaire	601	Date noted Date de notation	08/07
Review No. N° de révision	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	Code No. N° du codeur	449	Date coded Date du codage	08/10
		Adjudicator No. N° de l'arbitre	101	Date adjudicated Date de l'arbitrage	08/10

[illegible]

EA decision* Décision relative au SD*			
Accepted Accepté	<input type="checkbox"/>	Rejected Rejeté	<input type="checkbox"/>

Total errors for this page  
Total des erreurs pour cette

Cumulative total errors  
Total cumulatif des erreurs

1	1	0	2
1	1	0	2

Industry	Occupation
Industrie	Profession



\* Complete this section on final page only, for each EA.

\* Remplissez cette section sur la dernière page seulement, pour chaque SD.

Total codes in sample

Total des codes dans l'échantillon

A-4/SDO-PM: 1996-02-19

Statistic  
CanadaStatistique  
Canada

# Canadă



## 2. Recurring Errors among Noters and Coders

If, during the performance of your adjudication duties, you notice that a Noter or Coder is consistently miscoding a particular response or misapplying the identification of whom to code procedures, bring the situation to the attention of your coordinator immediately. Your coordinator will inform the Noter's or Coder's coordinator so that the situation can be corrected.

## 3. Completion of Review

- (a) Once the number of Error Listing Forms has been determined, complete the second blank of the "Page \_\_\_ of \_\_\_" on each Error Listing Form. For example: if three Error Listing Forms were used, they would be numbered Page 1 of 3, Page 2 of 3 and Page 3 of 3. See Diagram 3.7 on page 18.
- (b) Complete the Noter and Coder error columns on each Error Listing Form as follows:
  - Count the number of Noter and Coder errors for Industry on the Error Listing Form and enter each total in the appropriate Industry box for "Total errors for this page" on the Error Listing Form. See Diagram 3.7 on page 18.
  - Count the number of Noter and Coder errors for Occupation on the Error Listing Form and enter each total in the appropriate Occupation box for "Total errors for this page" on the Error Listing Form. See Diagram 3.7 on page 18.
  - If this is the first Error Listing Form, enter the four totals for Noter and Coder Industry and Occupation errors in the "Cumulative total errors" boxes. See Diagram 3.7 on page 18.
  - If more than one Error Listing Form was used, complete the Noter and Coder "Cumulative total errors" boxes for Industry and Occupation on each form by adding the "Cumulative total errors" from the previous page to the total errors for the current page.

Diagram 3.8 Noting Forms

Person Number Numéro de personne	Q. 38 Industry Industrie	Q. 40 Occupation Profession
Person 1 Personne 1	4 6 5	B 3 0 8
Person 2 Personne 2	8 6 0	C 0 6 2
Person 3 Personne 3	7 4 5	F 1 4 1
Person 4 Personne 4	2 3 2	C 1 1 2

Noting Form 1

To be determined by the adjudicator  
A être décidé par l'arbitreTotal Industry codes in  
questionnaire  
Total des codes d'industrie  
dans le questionnaire

4

Total Occupation codes in  
questionnaire  
Total des codes de profession  
dans le questionnaire

4

Noting Form 2

To be determined by the adjudicator  
A être décidé par l'arbitreTotal Industry codes in  
questionnaire  
Total des codes d'industrie  
dans le questionnaire

5

Total Occupation codes in  
questionnaire  
Total des codes de profession  
dans le questionnaire

5

Noting Form 3

To be determined by the adjudicator  
A être décidé par l'arbitreTotal Industry codes in  
questionnaire  
Total des codes d'industrie  
dans le questionnaire

3

Total Occupation codes in  
questionnaire  
Total des codes de profession  
dans le questionnaire

3

## Error Listing Form

Document type	Household number	Question- naire number	Person number	Question		Noter code	Coder code	Adjudicator code	Error - Erreur			
				Industry	Occupation				Noter - Noteur		Coder - Codeur	
									Industry	Occupation	Industry	Occupation
2B	100	1	1	✓			164	164	X			
2B	100	1	1		✓	B313	B311	B313				X
2B	100	1	2	✓		B60			X			
2B	100	1	2		✓	C062	A222	A222		X		
2B	100	1	3			745	730	745			X	
2B	100	1	4	✓			231	231	X			
Total errors for this page Total des erreurs pour cette page									3	1	1	1
Cumulative total errors Total cumulatif des erreurs									3	1	1	1

EA decision\*  
Décision relative au SD\*Accepted  
Accepté☐Rejected  
Rejeté☐\* Complete this section on final page only, for each EA.  
\* Remplissez cette section sur la dernière page seulement, pour chaque SD.Total codes in sample  
Total des codes dans l'échantillon

Industry Industrie	Occupation Profession
2	2

- (c) After comparing the Noter codes on each **Noting Form** with the Coder codes on the sampled questionnaires, you must determine the "Total Industry codes in questionnaire" and "Total Occupation codes in questionnaire", and enter each total in the appropriate box on the bottom of the Noting Form. This process must be completed for each review of an EA. If the EA is in second review, it may be necessary to modify these totals from the first review on one or more Noting Forms. This number is not obtained simply by adding the codes appearing on the Noting Form as this number may be incorrect. The following cases depict situations which would change the "Total Industry codes in questionnaire" and "Total Occupation codes in questionnaire" (see Diagram 3.8 on page 20):
- (i) According to the Adjudicator code on the Error Listing Form, if one person on the questionnaire should have been coded but no entry has been made on the Noting Form for that person, the total codes for the Industry and Occupation variables would be the number of codes for that variable on the Noting Form plus 1.
  - (ii) According to the Adjudicator code on the Error Listing Form, if one person on the questionnaire should not have been coded but the Noter coded or referred the question, the total codes for the Industry and Occupation variables would be the number of codes for that variable on the Noting Form minus 1.
  - (iii) A combination of points (i) and (ii).

Notice however that if a person on the questionnaire is coded as retired (001), housewife (002) or volunteer (003) in the Industry boxes, there should be no Occupation code for this person. In these cases, the total codes for Industry will be higher than the total codes for Occupation.

- (d) Once this is completed for all Noting Forms for the EA, enter the sum of the "Total Industry codes in questionnaire" and "Total Occupation codes in questionnaire" into the "Total codes in sample" box for Industry and the "Total codes in sample" box for Occupation on the last page of the Error Listing Forms. See Diagram 3.8 on page 20.



#### 4. Acceptance/Rejection of EA

If the "Total codes in sample" for both Industry and Occupation are zero, refer to the note below on the Null Quality Control (QC) sample.

If the "Total codes in sample" for both Industry and Occupation are **not** zero, proceed to page 25 to determine the correct acceptance/rejection procedure.

**Note:** It is possible that for some EAs there will be no one to code in the sample questionnaires. This situation is called a **null QC sample** and it requires adjudication procedures that differ slightly from those followed for other EAs.

If it appears from the Coder and Noter actions that the EA has a null QC sample, the Adjudicator should recode the Quality Control sample questionnaires and take the specified actions, depending on whether or not the sample is truly null.

1. If the sample is not null, the Adjudicator should proceed as per regular EAs although there will be some entries on the Error Listing Forms that show the Coder and Noter in agreement **and** in error. The CACS will then derive the review status as usual ("A" for acceptable quality or "U" for unacceptable quality.)
2. If the sample is null, the Adjudicator recodes the non-sample questionnaires in the EA (if there are any). The Adjudicator would enter the following information on the Error Listing Form.
  - enter "0" for "Total noter errors" and "Total codes in sample".
  - write "No one to code in Quality Control sample".
  - write "Responses to code in non-sample questionnaires" or "No one to code in non-sample questionnaires" according to whether or not any responses to code were found among the non-sample questionnaires.
  - fill out a Referral Form and affix a Referral Label to the EA box if a write-in needs to be referred.
  - checkmark the Accepted box and write "Neutral" below it.
  - in the CACS, enter a "0" for "Total noter errors", "Total coder errors" and "Total codes in sample". The CACS will generate an internal review status of "N" instead of "A" or "U". The EA is sent to sub-operation 2D – Referral Coding if there are any referrals. Otherwise the EA is sent to Operation 3.

Diagram 3.9 Referral Form



1996 Census of Canada  
Regional Processing  
Sub-operation - Referral

## Economic Coding - Referral Form

Recensement du Canada de 1996  
Dépouillement régional  
Sous-opération - Renvoi

## Codage des variables économiques - Formule de renvoi

Form R-217  
Formule

Page 1 of 1  
de

PROV	FED CÉF	EA SD	VN NV
35	117	12	4

Coder No. N° du codeur 69	Date 1996/09/22
Referral Clerk No. N° du commis au renvoi 712	Date 1996/09/25

Document type Type de document	Household No. N° de ménage	Questionnaire No. N° du questionnaire	Person No. N° de personne	Question 38 Industry Industrie	Question 40 Occupation Profession	Referral code Code de renvoi	Consultant	Over-referral Renvoi inutile
2B	090	1	6	✓				

Enter the Noter and Coder error counts for Industry and Occupation appearing in the "Cumulative total errors" boxes on the Error Listing Form as well as the Industry and Occupation counts appearing in the "Total codes in sample" boxes into the CACS.

**(a) If the EA is accepted under first or second review:**

- (i) Check mark the "Accepted" box on the Error Listing Form.
- (ii) Correct all of the Coder errors for Questions 38 and 40. Where there is an "X" in the "Coder error" column of the Error Listing Form, erase the code on the questionnaire and assign your code from the Error Listing Form to that question.
- (iii) Remove and destroy the Reject Label from the side of the EA box if there is one present.
- (iv) Place the Noting Forms and Error Listing Forms in an envelope and place the envelope inside the EA box.
- (v) If there are existing (i.e., uncanceled) entries on a Referral Form and/or referrals by the Adjudicator on the Error Listing Form, follow the Referral Procedures below.
- (vi) Proceed to Part D – Forwarding the EA Box on page 30.

<p><b>Note:</b> The Referral Procedures below should only be followed for referrals in the Quality Control sample.</p>
--

**Referral Procedures**

Situation	Adjudicator Action
Coder: code marked "J" Adjudicator: referral	Take no action. The Coder's code should remain on the questionnaire and the question should <b>not</b> be referred.
Coder: code or blank marked "X" Adjudicator: referral	Refer the question to sub-operation 2D – Referral Coding.  Complete the appropriate entries on the Referral Form. Write your initials in the left hand margin beside the referred question. Place the form in the EA box. See Diagram 3.9 on page 24.  Attach a Referral Label to the EA box if one is not attached.
Coder: referral Adjudicator: referral	Take no action. The question has already been referred by the Coder.
Coder: referral marked "J" Adjudicator: code  <b>OR</b> Coder: referral marked "X" Adjudicator: code or blank	Enter your code for this question on the questionnaire.  Cancel the referral for this question by drawing a line through the entry on the Referral Form.  If there are no additional entries on the Referral Form for the entire EA box, remove and destroy the Referral Label.





<b>Note:</b>	An error <b>must</b> be charged to a noter or coder for both an under- and over-referral. This does not include cases where Noter or Coder actions have been marked "J" in the error column.
--------------	--

**(b) If the sampling rate is 100% and the EA box is of unacceptable quality (rejected) under first review:**

- (i) Mark the "Rejected" box on the Error Listing Form. **Do not** affix a Reject Label to the side of the EA box.
- (ii) Correct all Coder errors for Questions 38 and 40 in the sampled questionnaires. If there is an "X" in the "Coder error" column of the Error Listing Form, erase the code on the questionnaire and assign the Adjudicator code to that question.
- (iii) Place the Noting Forms and Error Listing Forms in an envelope and place the envelope inside the EA box.
- (iv) If there are existing (i.e., uncanceled) entries on a Referral Form and/or referrals by the Adjudicator on the Error Listing Form, follow the Referral Procedures on page 25.
- (v) Proceed to Part D – Forwarding the EA Box on page 30.

**(c) If the sampling rate is less than 100% and the EA is of unacceptable quality (rejected) under first review:**

- (i) Checkmark the "Rejected" box on the Error Listing Form.
- (ii) Attach a Reject Label to the side of the EA box.
- (iii) Put the Noting Forms and Error Listing Forms in the appropriate PEDEA file in the filing cabinet.
- (iv) Replace the sampled questionnaires in the EA box by real EA number and by the correct household number.
- (v) If a Referral Form was used by the Coder, put a large "X" over the entire Referral Form and place it in the appropriate PEDEA file in the filing cabinet. Remove and destroy the Referral Label.
- (vi) Return the EA to your coordinator who will forward the EA to sub-operation 2B – General Coding.

Diagram 3.10 Error Listing Form

EA decision* Décision relative au SD*	
Accepted Accepté	Rejected Rejeté
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Total errors for this page  
Total des erreurs pour cette  
Cumulative total errors  
Total cumulatif des erreurs


Verified in sub-operation 2C  
151  
10/22

- \* Complete this section on final page only, for each EA.  
\* Remplissez cette section sur la dernière page seulement, pour chaque SD.

Total codes in sample  
Total des codes dans l'échantillon

Industry Industrie	Occupation Profession

**(d) If the EA is of unacceptable quality (rejected) under second review:**

- (i) Checkmark the "Rejected" box on the Error Listing Form.
- (ii) Put the Noting Forms and Error Listing Forms in the appropriate PEDEA file in the filing cabinet.
- (iii) If a Referral Form was used by the Coder, put a large "X" over the entire Referral Form and place it in the appropriate PEDEA file in the filing cabinet. Remove and destroy the Referral Label.
- (iv) Forward the EA box to your coordinator who will assign the EA to another Adjudicator for recoding.

**Note:** The third Adjudicator must be different from the second Adjudicator but may be the same as the first Adjudicator.

**(e) If the EA must be recoded after being rejected in the second review:**

- (i) Recode all Form 2B/2C/2D and Form 3 (UR) questionnaires by applying the procedures in the Economic Coding Procedures Manual (M-200). Whenever your code disagrees with the code assigned by the Coder, erase completely the Coder's code and enter your code.
- (ii) If you determine that a question should be referred:
  - (1) Complete the appropriate entries on a Referral Form. For "Coder No." enter your adjudicator number on the form.
  - (2) Attach a Referral Label to the EA box.
- (iv) When you have completed recoding all Form 2B/2C/2D and Form 3 (UR) questionnaires:
  - (1) Write "Verified in sub-operation 2C" on the Error Listing Form beside the checkmark in the "Rejected" box. Also write your Adjudicator number and the date. See Diagram 3.10 on page 28.
  - (2) Remove the "Reject" label from the EA box.
  - (3) Proceed to Part D – Forwarding the EA Box on page 30.

#### **D. Forwarding the EA Box**

1. Place the sample questionnaires back in the EA box by real EA number in the correct household number sequence and questionnaire number for multi-document households with the other Form 2B/2C/2D and Form 3 (UR) questionnaires.
2. Separate the Error Listing Forms and send the yellow copy to the coordinator of the Coding Clerk whose work has just been reviewed.
3. Place the Noting Forms and the white copy of the Error Listing Form in an envelope and place it on top of the questionnaires inside the EA box.
4. Place any Referral Forms on top of the questionnaires in the EA box.
5. Return the EA box to your coordinator.

# APPENDIX A – Noting Form



Statistica Statistique  
Canada Canada

1996 Census of Canada

Recensement du Canada de 1996

Regional Processing

Dépouillement régional

Economic Coding -  
Noting Form

Codage des variables économiques -  
Formule de notation

Sub-Operation - Noting

Sous-opération - Notation

PROV	FED CÉF	EA SD	VN NV

Household No. No. de ménage

Questionnaire No. Numéro du questionnaire

100 % Sample  
Échantillon 100% ☒

Noter No. No. du noteur	Date Noted Date de notation

Document Type

Type de document

Questionnaire to be sampled

Questionnaire à échantillonner

Form No. of Total Forms

2 sampled

Le numéro de la formule du nombre total de formules

échantillonnées

Total forms 2 and 3 sampled for EA

Nombre total de formules 2 et 3 échantillonnées pour le SD

Person Number Numéro de personne	Q. 38 Industry Industrie	Q. 40 Occupation Profession							
Person 1 Personne 1	<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
Person 2 Personne 2	<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
Person 3 Personne 3	<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
Person 4 Personne 4	<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
Person 5 Personne 5	<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
Person 6 Personne 6	<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				

To be determined by the adjudicator  
A être décidé par l'arbitre

Total Industry codes in  
questionnaire  
Total des codes d'industrie  
dans le questionnaire

--

Total Occupation codes in  
questionnaire  
Total des codes de profession  
dans le questionnaire

--

## Economic Coding – Error Listing Form

### Codage des variables économiques – Formule de listage des erreurs

Formule R-216

Page \_\_\_\_ of \_\_\_\_  
de \_\_\_\_

PROV	FED CÉF	EA SD	VN NV

100% Sample 100 % Échantillon	<input type="text"/>	Noter No. N° du noteur	Date noted Date de notation
Review No. N° de révision	<input type="text"/> 1 <input type="text"/> 2	Coder No. N° du codeur	Date coded Date du codage
		Adjudicator No. N° de l'arbitre	Date adjudicated Date de l'arbitrage

[illegible]

\* Remplissez cette section sur la dernière page seulement, pour chaque SD.

Total codes in sample  
Total des codes dans l'échantillon

8-4600-84; 1996-02-19



Statistics Canada Statistique Canada

Industry	Occupation
Industrie	Profession

# Canada

A line graph with a grid. The x-axis has 10 vertical grid lines, and the y-axis has 5 horizontal grid lines. A line starts at the 2nd vertical line at height 3, goes up to height 4 at the 3rd line, down to height 2 at the 4th line, up to height 5 at the 5th line, down to height 4 at the 6th line, up to height 4.5 at the 7th line, down to height 3.5 at the 8th line, up to height 4 at the 9th line, and down to height 3.5 at the 10th line.

## Economic Coding – Referral Form

### Codage des variables économiques – Formule de renvoi

Page \_\_\_\_ of \_\_\_\_  
de

PROV	FED CÉF	EA SD	VN NV

Coder No. N° du codeur	Date
Referral Clerk No. N° du commis au renvoi	Date

[illegible]

Cumulative total number of codes referred  
Nombre total cumulatif de renvois

05 805

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